

<b>United States Army Japan</b> <b>Merit Promotion and Placement</b> <b>Vacancy Announcement</b>		雇用の種類/Employment Type MLC	施設名/Location キャンプ座間/Camp Zama
空席告知番号/Announcement Number MLC(IV)14-021	募集期間/Opening Period Open Until Filled	募集範囲/Area of Consideration すべて / All	
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade ENGINEERING TECHNICIAN (GENERAL), #384, BWT 1-6 / 1-5 *下記要求される雇用条件参照のこと/ See below CONDITIONS OF EMPLOYMENT.			基本給/ Basic Wage BWT 1-6: 222,600 (BWT 1-5: 207,100)
部隊名/Organization Planning Br, Master Planning Div, DPW, USAG-J		勤務時間/Work Schedule 週 40 時間制/Hours Per Week (0800 ~ 1645) <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su <input type="checkbox"/> 変則勤務/Irregular Shift Work	
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents) <b>* ご応募に際して、注意事項（<a href="http://www.usagi.jp.pac.army.mil/gojjobs/howtoapply_jp.aspx">http://www.usagi.jp.pac.army.mil/gojjobs/howtoapply_jp.aspx</a>）を必読ください。また申請用紙も同ページより入手してください/ Please click on the above URL and read the website. The application forms are available at the website.</b> <b>申請用紙 / Applications :</b> <input checked="" type="checkbox"/> 履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/> 職務経歴書 / Resume of Work Experience <input type="checkbox"/> 質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状（別添）があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement) * 旧申請用紙(AJ Form 1021)での提出は無効です/Submission of Application in AJ Form 1021 is invalid. <b>申請用紙の記入言語 / Language to complete applications :</b> <input checked="" type="checkbox"/> 英語/ English <input type="checkbox"/> 日本語/ Japanese <input type="checkbox"/> 日本語（英語での記入も可） / Japanese ( English is acceptable as well) <input checked="" type="checkbox"/> ALCPT、TOEIC、TOEFL、英検のスコアの写し/Copy of ALCPT score, TOEIC score, TOEFL score or EIKEN score. <input type="checkbox"/> 日本の運転免許証の写し/Copy of Japanese driver's license <input checked="" type="checkbox"/> 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed. <input checked="" type="checkbox"/> その他/Other Please attach the copy of the license. / 資格の写しを添付してください。			
採用後に提出するもの/ Additional Documents Required After Selected 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed			
<b>応募方法/To Apply</b> 上記の書類を締切日までに担当の人事課まで郵送してください。 締切日の午後 3 時必着。ファックス、電子メール及び宅配便での応募は受理できません。 提出された応募書類は返却いたしません。 記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。 記載内容に虚偽の申告があると認められたときは応募が無効となります。 Mail the application to the office shown in the bottom of this form along with necessary documents specified above. Application must be received no later than 1500 on the closing date. Applications sent through fax, e-mail and/or delivery dealers except Japan Post Co., Ltd. are not accepted. All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered. Applications, if found with false statements, are invalid.			
提出先 宛先 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 102 G-wing 宛名 在日米陸軍 IMJN-JER 日本人雇用課 MLC(IV)14-021		Submit To Address: Bldg 102 G-wing, Camp Zama Zama-shi, Kanagawa-ken 252-0000 Name: JESO, USAG-J IMJN-JER MLC(IV)14-021	

### **Duties:**

1. Serves as an Engineering Technical expert for Geographic Information Systems (GIS), Computer Aided Drafting and Design (CADD) system, independently performing development and maintenance of Installation Geospatial Information and Services (IGI&S) databases for all infrastructure on USAG-J installations, including but not limited to, future development plans, mobilization plans, housing plans, land use area plans, long range and short range plans, and various other plans and special staff studies as may be required. Work will be performed in accordance with AR 115-13 and AR 210-20, Master Planning for Army installations.
2. Independently performs survey work, such as topographic, cadastral, hydrographic, construction and other land examinations and measurements, by using various types of instruments and methods related to surveying, including Global Positioning Systems (GPS) survey equipment. Compiles survey results into the IGI&S databases. Conducts periodic data quality assurance for the IGI&S databases and responds to the data call for IGI&S.
3. Provides technical support to the Army Mapper, ArcGIS, and CADD end users in various specialized fields, including architectural, civil, electrical, mechanical, and community planning. Identifies training needs and develops training plans for managers, engineers, and other clerical personnel in the use of GIS based engineering systems (i.e. Army Mapper, ArcGIS) and in-data maintenance techniques. Prepares course materials, including abbreviated instruction, presentation slides, and example data files. Conducts training and provide regulatory support to the end users.
4. Performs other related or incidental duties, as assigned.

### **MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

#### **BWT 1-5:**

Must have at least one (1) year of specialized experience\* equivalent to BWT 1-4 OR Completion of four (4) year college/university in a related field OR two (2) academic year of graduate level education.

#### **BWT 1-6:**

Must have at least one (1) year of specialized experience\* equivalent to BWT 1-5 OR Master Degree in a related field OR three (3) academic year of graduate level education.

\*The specialized experience means the experience that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position, and that is typically in or related to the duties of the position to be filled.

### **Required Language Proficiency Level (LPL):**

#### **BWT 1-5:**

Average Proficiency Requirement: Language Proficiency Level 2, TOEIC 470, TOEFL (PBT) 460, TOEFL (IBT) 48 or EIKEN Grade Pre 2.

#### **BWT 1-6:**

Fluent Proficiency Requirement: Language Proficiency Level 3, TOEIC 730, TOEFL (PBT) 551, TOEFL (IBT) 79 or EIKEN Grade 2.

### **Required Licenses and Certificates:**

#### **BWT 1-6:**

1. Must possess an official license of Assistant Surveyor (Sokuryo-shi-ho).

**要求される雇用条件/Required Condition of Employment:**

**BWT 1-5/1-6:**

1. Must be able to pass required physical exam.
  - a. Must be physically fit to perform the duties above.
  - b. Must be able to work outdoors all day.
  - c. Must be able to carry 25 lbs of survey equipment up to 400 yards at a time.

\*Selection may be made at a lower grade (Engineering Technician (General), BWT 1-5) depending on the qualifications of the applicant. Incumbent may be non-competitively promoted upon supervisor's confirmation that the incumbent is performing at the next higher level (Engineering Technician (General), BWT 1-6). Promotion is not automatic but is contingent upon completion of all requirements to include training and/or qualifications/licenses, Time in Grade (TIG) and classification review.

**タイムイングレード/Time in Grade (TIG):**

To be promoted, current MLC/IHA employee applicants must have served at least 12 months in any USFJ permanent positions at the next lower grade or above. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.